



TOWN BOARD WORK SESSION

May 20, 2024 - 5:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

To view Town Board meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

WORK SESSION AGENDA ITEMS

1. DOLA Main Street Program Discussion - Michelle Vance, WDA Executive Director
2. Municipal Code Amendment Concerning Mobile Food Vending (Sec. 16-4-10) Discussion - C. Malone, Chief Planner
3. Harvest Festival Parade - T. Fotsch, Director of Parks, Recreation, and Culture
4. Future Meetings Agenda

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

MEMORANDUM OF UNDERSTANDING

Colorado Department of Local Affairs, the Local Program, and the City/Town of Windsor

This memorandum of understanding ("Agreement") is entered into and executed by the Colorado Department of Local Affairs, a subdivision of the State of Colorado ("DOLA"), Community Program Windsor Downtown Alliance, (Local Program "), and the City-Town of Windsor (the "City/Town").

I. RECITALS

WHEREAS, the National Main Street Program strives to revitalize older and historical commercial districts to build vibrant neighborhoods and thriving economies; and

WHEREAS, the Colorado Main Street Program is the State's coordinating program to help Colorado's local Main Street Programs with proven revitalization strategies and needed organization to help identify and leverage opportunities and resources to further the National Main Street Center's Program goals; and

WHEREAS, the City/Town is committed to enhancing downtown; and

WHEREAS, the City/Town wishes to create a vibrant and historic small town where the entire community gathers and connects; and

WHEREAS, the City/Town wants to retain, attract, and improve access for businesses to promote the local economy; and

WHEREAS, the City/Town helps support these goals by providing support to local businesses, hosting/supporting local events to create a vibrant community, funding/supporting beautification projects, connecting businesses to resources; and

WHEREAS, the City/Town benefits greatly by having access to additional grant funding only offered to official Main Streets Programs; and

WHEREAS, enhance the City/Town's economic development efforts, which will benefit the entire community.

II. AGREEMENT

THEREFORE, in consideration of the foregoing and of the mutual promises set forth herein, the parties hereto agree to the following regarding the City/Town:

A. The Colorado Main Street Program agrees to:

Assist the City/Town and local program manager in understanding and following the National Main Street Approach.

Provide the City/Town and the local program manager with the necessary information to promote the Colorado Main Street program.

Provide the City/Town and the local program manager with training opportunities and technical assistance regularly and upon request, including periodic professional development training and the annual Main Street Summit.

Advise the City/Town and the local program manager of additional training and grant opportunities.

Conduct an annual visit to the City/Town to discuss the current community work plan, future work plan, this Agreement, and the requirements and prerequisites of the tiered program.

Review the local program self-assessment annually per Main Street America™ Program accreditation criteria.

Offer and administer scholarship grants subject to available funding. DOLA will advise the City/Town and the local program manager on procedures and policies for applying for funding.

Offer and administer non-competitive mini-grants subject to available funding. In order to be eligible for mini-grants, the project or item must be listed on the local program's Annual work plan that is submitted to DOLA/ Colorado Main Street annually. DOLA will advise the City/Town and the local program manager on procedures and policies for mini-grant eligibility and opportunities.

Offer and administer funding to hire consultants to aid the City/Town and the local program manager in completing community-identified work plan projects subject to available funding.

Act as liaison and facilitate communications between City/Town and other Main Street communities, state agencies, partners, and the Main Street America™ Program, as they relate to the local program.

Provide technical assistance and assistance with the organizational development of the program to the City/Town and the local program manager as requested and as resources are available. Requested services must be related to Main Street's Strategic Plan initiatives.

Offer preservation architectural services as available to the City/Town businesses.

B. City/Town and local program agrees to the following requirements as described in the Program Prerequisites and Requirements section of the Colorado Main Street Program Manual:

Maintain an ongoing and supportive relationship with the Local Program. The City/Town shall work collaboratively with DOLA/Colorado Main Street and the Local Program to resolve any disputes related to this Agreement or the Program.

Subject to annual appropriations, provide support to the Local Program for financial sustainability. This can include a financial commitment or in-kind contributions to maintain a paid professional Local Program Manager.

The City/Town will partner with the Local Program and, subject to appropriations, provide financial support for programming, projects, and grant matching to further the goals and mission of the Main Street Program.

Act as the fiscal agent for contracts or purchase orders from DOLA on behalf of the Local Program.

The City/Town, in consultation with the Local Program's board, will ensure that the Local Program Manager maintains the program in good standing under this Agreement, meeting state and national Main Street requirements.

C. The Local program agrees to the following requirements as described in the Program Prerequisites and Requirements section of the Colorado Main Street Program Manual:

Follow the National Main Street Approach™ as recommended by the Main Street America™ Program and the Colorado Main Street Program.

Maintain an active board of directors with a diverse representation of community stakeholders.

Maintain a single point of contact for communications with the local program manager to coordinate activities.

Develop and support the implementation of a multi-year strategic plan incorporating the community's vision and the Main Street Four Points.

Identify and work toward 1-3 Transformation Strategies annually.

Develop an Annual Work Plan in coordination with the City/Town on or before the deadline listed in the Colorado Main Street Program Manual.

Maintain an adequate budget for local program sustainability.

Maintain a Main Street district boundary map.

Maintain and continually improve community awareness of the local program and garner support from the private and public sectors.

Positively promote the local program as an official Colorado Main Street Community. Use the Colorado Main Street logo on all DOLA-sponsored Main Street trainings, websites, reports, and other materials.

Attend at least two Main Street trainings annually, provided by DOLA, Main Street America™, or other agencies, for continuing professional development. Training may be attended by the Local Program Manager, staff, board members, or volunteers.

Attend the Main Street Summit annually as provided by DOLA. In the event that the Local Program Manager cannot attend, the Local Program Manager shall coordinate with the Local Program Board of Directors for representation and attendance.

Host a DOLA on-site visit to the City/Town and assist with local arrangements.

Host an annual board of directors retreat to develop the local program's annual work plan, discuss priorities, and recognize achievements and volunteers. Annually, present the work plan to the City/Town for alignment of priorities and objectives.

Submit quarterly reports and reinvestment statistics as required by the Colorado Main Street Program.

Apply for DOLA mini-grant funding to Colorado Main Street. The project must be listed on the annual work plan.

Present at least once annually a "State of Main Street" report to the City/Town and DOLA.

Present an annual financial report to the City/Town and DOLA.

Support the local program manager in applying for eligible grant opportunities.

Maintain compliance with all program requirements as outlined in the Colorado Main Street Program Manual, listed under prerequisites and requirements. If the local program is at the **Excelling** or the **Exceptional** level, this includes:

- Complete an annual review to evaluate the performance of the local program manager.
- Maintain a volunteer management program.
- Maintain a website or webpage for the local program.
- Attend at least one Certified Local Government training.
- Maintain a succession/transition plan for local program staff and board members.
- Maintain a building and property inventory.
- Maintain a business inventory of the Main Street district.
- Maintain a historic building inventory and list of historic assets of the Main Street district.
- Demonstrate a strong adherence to the Main Street program's historic preservation goals and policies.

Maintain compliance with this Agreement and state and local laws. If the City/Town is unable to comply with any state and/or local laws, they must reach out immediately to the DOLA PM for review.

III. TERM AND OTHER CONDITIONS

- A. This Agreement will align with the DOLA mini-grant program.
- B. The term of this Agreement shall begin in February 2024 and remain in place until and unless terminated by any party. In the event that the City/Town changes tiers according to the requirements of the Colorado Main Street Program or the Colorado Main Street Program changes program requirements to be inconsistent with the terms of this Agreement, the parties agree to work toward amending this Agreement in compliance with those requirements.
- C. This Agreement may be amended only in writing with the approval of the DOLA Main Street Coordinator, the President of the Board for the local program, and the City/Town elected officials.
- D. Notwithstanding any other provisions of this Agreement, if funds anticipated for continued fulfillment at the time of the Agreement are, at any time, not forthcoming or insufficient, then DOLA shall have the right to amend or terminate this Agreement..
- E. If any party fails to fulfill its obligations under this Agreement in a timely and proper manner or violates any terms of this Agreement, DOLA shall have the right to terminate this Agreement and withhold further services...
- F. Colorado Main Street Program Manual is a reference document for this Agreement. In the event of a conflict between this Agreement and the Colorado Main Street Program Manual, the Agreement will be controlling.

IV. REPRESENTATIONS AND WARRANTIES

The City/Town represents and warrants (i) that it has no obligations, legal or otherwise, inconsistent with the terms of this Agreement, (ii) that the performance of the services called for by this Agreement does not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party, (iii) that it will not use in the performance of responsibilities under this Agreement any confidential information or trade secrets of any other

person or entity and (iv) that it has not entered into nor will enter into any agreement (whether oral or written) in conflict with this Agreement.

V. ENTIRE AGREEMENT AND NOTICE

This Agreement contains the entire understanding of the parties and may not be amended. Any notice given under this Agreement will be sufficient if it is in writing and 1) if sent by certified or registered mail or 2) by electronic mail with receipt confirmed by the receiving party, to:

Colorado Department of Local Affairs
Director, Division of Local Government
1313 Sherman Street, Rm 521
Denver, CO 80203

City/Town Representative

Name, Title, address, XYZ

VI. COMPLIANCE WITH LAW

In connection with his/her services rendered hereunder, all parties agree to abide by all applicable federal, state, and local laws, ordinances, and regulations.

VI. COMPLIANCE WITH LAW

In connection with his/her services rendered hereunder, all parties agree to abide by all applicable federal, state, and local laws, ordinances, and regulations.

VII. GOVERNING LAW

This Agreement will be construed in accordance with, and all actions arising hereunder will be governed by, the laws of the State of Colorado.

CITY/TOWN

Mayor's signature

Date

Print Name

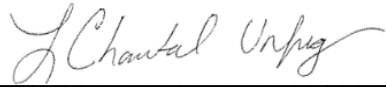
LOCAL PROGRAM

President/Chair's signature

Date

Print name

COLORADO DEPARTMENT OF LOCAL AFFAIRS



Representative's signature

February 09, 2024

Date

Chantal Unfug

Print name



MEMORANDUM

Date: May 20, 2024
To: Mayor and Town Board
From: Carlin Malone, Chief Planner
Re: Municipal Code Amendment Concerning Mobile Food Vending (Sec. 16-4-10) Discussion - C. Malone, Chief Planner
Item #: 2.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

Seeking Town Board direction to move forward with the code amendment.

CC:

Kim Emil, Deputy Town Attorney
Scott Ballstadt, Director of Planning
Omar Herrera, Deputy Director of Engineering
Dean Moyer, Director of Finance
Tara Fotsch, Deputy Director of Parks, Recreation & Culture

Attachments:

1. Staff Memo - Land Use Code Update (Mobile Food Vending)
2. Draft Code Language Concerning Mobile Food Vending



MEMORANDUM

Date: May 20, 2024
To: Mayor and Town Board
From: Carlin Malone, Chief Planner
Re: Work Session – Update to the Town Land Use Code, Chapter 16, Concerning Mobile Food Vending

Background / Discussion

Chapters 14 through 17 of the Town's Municipal Code collectively make up the Town's Land Use Code. Section 16-4-10, Mobile Food Vending, was approved by Town Board on July 27, 2015 (Ord. 2015-1503). Recent special event permits submitted to the Town Park and Recreation department have included the request to allow mobile food vending on public right-of-way (public roadways). The Town land use code currently does not permit mobile food vending on public right-of-way, even if included with a "Special Activity Permit" or "Special Event Liquor Permit".

The Town Attorney Office, in coordination with Community Development, have prepared a draft land use code amendment establishing criteria for allowing for mobile food vending on public right-of-way when part of the above referenced special permits, as described herein. This draft code amendment is for the Town Board and Planning Commission discussion prior to scheduling public hearings, a requirement associated with the Town's Municipal Code land use code sections.

References to mobile food vending within the business license section of the Municipal Code, Chapter 6, would need to be updated with the proposed changes, as illustrated herein. Chapter 6 modifications do not require public hearings (updated administratively).

This memorandum summarizes the proposed changes and reasons behind those changes. The draft code sections are attached for review. Below is an overview of the sections proposed for amendments:

- | | |
|-----------|---|
| Section 1 | §14-2-10. – Mobile food vending. Criteria when proposed on public right-of-way (public roadways). |
| Section 2 | §6-3-10. – Definitions in business license section. One reference to mobile food vending. |
| Section 3 | §6-3-20. – License required. Three references to mobile food vending. |

The above sections and their entirety, illustrating proposed deleted and added language, have been attached. Additions are shown in bold text and eliminated text is shown with strikethrough text.

Once the Planning Commission and Town Board have had an opportunity to review the proposed amendments and discuss, staff will seek direction regarding the preparation of the land use code amendment ordinance. Public hearing dates will then be scheduled for the land use code section, and notification completed in accordance with the Town's Municipal Code.

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Section 1

§16-4-10. – Mobile food vending.

- (a) Mobile food vending is defined as the use of a motorized wheeled vehicle, or a towed wheeled vehicle, or pushcart, or other temporary operation designed and equipped to prepare and/or serve food and/or non-alcoholic beverages. Mobile food vending is permitted, subject to the following:
 - (1) Mobile food vending shall not take place in locations that are no less than two-hundred (200) feet from the main entrance of any restaurant while the restaurant is open to the public for business, unless the restaurant proprietor has otherwise consented.
 - (2) Mobile food vending shall take place only on a site that has received the appropriate site plan approval and the required site plan improvements comply with said approved site plan.
 - (3) Mobile food vending outlets shall not be open to the public between the hours of 2:00 a.m. and 6:00 a.m.
 - (4) Litter must be picked up and refuse containers must be provided for customers.
 - (5) Mobile food vendors shall comply with all applicable Town Ordinances as well as state, county, and federal laws and licensing requirements, **including a Town of Windsor issued business license.**
 - (6) All signage associated with mobile food vendors shall be in conformance with this Code. Additionally, all mobile food vendor signs must be mounted flush against the mobile food establishment, except that one temporary sign for daily specials shall be allowed in accordance with Sec. 15-17-130 - Temporary signs.
 - (7) Mobile food vending shall not operate, be stored, or parked on public right-of-way **unless pursuant to validly issued Special Activity Permits and Liquor-related Permits, such as “Special Event Liquor Permits” pursuant to Article II, Chapter 6, and “Liquor-Related Festival Permits” under Article VI, Chapter 6, as described in Section 16-4-10(c).**
 - (8) Use of private property. Mobile food vendors may operate on private property provided they meet the following requirements:
 - a. Mobile food vending shall operate only with the property owner's continuous permission. Revocation of owner permission at any time shall terminate mobile food vending on the site in question.
 - b. Mobile food vending shall not impede vehicular or pedestrian traffic, parking lot use or circulation, or access to any public right-of-way.

- c. If left on-site at the end of the business day, all mobile food vending equipment and signage shall be located in an inconspicuous location when not in operation.
- (b) Mobile food vending taking place at any non-liquor related Town-sponsored **Activity** within public parks, recreational facilities, or trails, is subject to review and permitting by the Parks and Recreation department and is not subject to this Section.
- (c) **Mobile food vending on public rights of way shall be allowed only pursuant to validly issued Special Activity Permits and Liquor-related Event Permits, such as “Special Event Liquor Permits” pursuant to Article II, Chapter 6, and “Liquor-Related Festival Permits under Article VI, Chapter 6, and pursuant to a validly issued Right of Way Occupation Permit, as follows:**
 - a. Shall be located adjacent to public parks;
 - b. Locations where traffic volume is minimal (less than 2000 average daily traffic “ADT”), designated as parking or an impasse street (“dead end”);
 - c. Traffic control measures shall be submitted for Town approval at time of permit application, implemented at the time of the event, and costs for such measures shall be incurred by the event applicant;
 - d. Applicant shall, at its own expense, send notices to adjacent property owners regarding proposed traffic control measures, and submit an Affidavit of Mailing to Planning no later than fourteen (14) days after the application is submitted.

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Section 2

§6-3-10. – Definitions.

The following words, terms and phrases when used in this Article shall have the meanings ascribed to them as set forth in this Section, except where the context clearly indicates a different meaning:

Business means all activities engaged in or caused to be engaged in with the object of gain, benefit or advantage, direct or indirect.

Employees means persons working within the Town for remuneration under the control and direction of an employer.

Engaged in business means performing or providing services or selling, leasing, renting, delivering or installing tangible personal property for storage, use or consumption. Engaged in business in the Town includes, but is not limited to, any of the following activities by a person:

- (a) Directly, indirectly or by a subsidiary maintaining a building, store, office, salesroom, warehouse or other place of business within the Town.
- (b) Sending one (1) or more employees, agents or commissioned sales persons into the Town to solicit business or to install, assemble, repair, service or assist in the use of its products or for demonstration or other reasons.

- (c) Maintaining one (1) or more employees, agents or commissioned sales persons on duty at a location within the Town.
- (d) Making more than one (1) delivery into the Town within a twelve-month period.
- (e) Mobile food vending as defined in Section 16-10-110(a)4-10.

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Section 3

§6-3-20. – License required.

- (a) It shall be unlawful for any person to establish any place of business in the Town, or engage in business within the Town, without first obtaining a license from the Town to conduct such business. There will be no fee attached to this business license. Except as provided in subsections (b) and (c), only one (1) general business license shall be required for any establishment operating as a single enterprise. Separate general business licenses shall be required for each location of an enterprise operating at more than one (1) location within the Town. Business licenses cannot be transferred upon a change of ownership.
- (b) Mobile Food Vendors as defined in Section 16-10-110(a)4-10, shall not engage in business within the Town without first obtaining a license from the Town to conduct such business. Only one (1) general business license shall be required for any mobile food vendor operating as a single enterprise, regardless of the number of vending locations for such enterprise. Mobile Food Vendors must comply with the requirements of Section 6-3-40 and Section 16-10-110(a)4-10, in addition to any other applicable Code requirements. Each mobile food vending location must be reviewed by the Planning Department for verification of compliance with Section 16-10-110(a)4-10, to operate at each location. The business license requirements provided for in this Article shall not apply to federal, state or county offices, utility companies for which a franchise to operate has been granted pursuant to the provisions of the Home Rule Charter, or to the activity of telecommuting as defined in Section 16-2-20 of this Code.
- (c) Retailers, who have a state standard retail license, with no physical presence or an incidental physical presence, shall not be required to obtain a Town business license.

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Sec. 16-4-10. Mobile food vending.

- (a) Mobile food vending is defined as the use of a motorized wheeled vehicle, or a towed wheeled vehicle, or pushcart, or other temporary operation designed and equipped to prepare and/or serve food and/or non-alcoholic beverages. Mobile food vending is permitted, subject to the following:
- (1) Mobile food vending shall not take place in locations that are no less than two hundred (200) feet from the main entrance of any restaurant while the restaurant is open to the public for business, unless the restaurant proprietor has otherwise consented.
 - (2) Mobile food vending shall take place only on a site that has received the appropriate site plan approval and the required site plan improvements comply with said approved site plan.
 - (3) Mobile food vending outlets shall not be open to the public between the hours of 2:00 a.m. and 6:00 a.m.
 - (4) Litter must be picked up and refuse containers must be provided for customers.
 - (5) Mobile food vendors shall comply with all applicable Town Ordinances as well as state, county, and federal laws and licensing requirements, **including a Town of Windsor issued business license.**
 - (6) All signage associated with mobile food vendors shall be in conformance with this Code. Additionally, all mobile food vendor signs must be mounted flush against the mobile food establishment, except that one temporary sign for daily specials shall be allowed in accordance with Sec. 15-17-130 - Temporary signs.
 - (7) Mobile food vending shall not operate, be stored, or parked on public right-of-way **unless pursuant to validly issued Special Activity Permits and Liquor-related Permits, such as "Special Event Liquor Permits" pursuant to Article II, Chapter 6, and "Liquor-Related Festival Permits under Article VI, Chapter 6, as described in Section 16-4-10(c).**
 - (8) Use of private property. Mobile food vendors may operate on private property provided they meet the following requirements:
 - a. Mobile food vending shall operate only with the property owner's continuous permission. Revocation of owner permission at any time shall terminate mobile food vending on the site in question.
 - b. Mobile food vending shall not impede vehicular or pedestrian traffic, parking lot use or circulation, or access to any public right-of-way.
 - c. If left on-site at the end of the business day, all mobile food vending equipment and signage shall be located in an inconspicuous location when not in operation.
- (b) Mobile food vending taking place at any non-liquor related Town-sponsored **Activity** within public parks, recreational facilities, or trails, is subject to review and permitting by the Parks and Recreation department and is not subject to this Section.
- (c) **Mobile food vending on public rights of way shall be allowed only pursuant to validly issued Special Activity Permits and Liquor-related Event Permits, such as "Special Event Liquor Permits" pursuant to Article II, Chapter 6, and "Liquor-Related Festival Permits under Article VI, Chapter 6, and pursuant to a validly issued Right of Way Occupation Permit, as follows:**
- a. **Shall be located adjacent to public parks;**

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- b. Locations where traffic volume is minimal (less than 2000 average daily traffic “ADT”), designated as parking or an impasse street (“dead end”);
 - c. Traffic control measures shall be submitted for Town approval at time of permit application, implemented at the time of the event, and costs for such measures shall be incurred by the event applicant;
 - d. Applicant shall, at its own expense, send notices to adjacent property owners regarding proposed traffic control measures, and submit an Affidavit of Mailing to Planning no later than fourteen (14) days after the application is submitted.

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Sec. 6-3-10. Definitions.

The following words, terms and phrases when used in this Article shall have the meanings ascribed to them as set forth in this Section, except where the context clearly indicates a different meaning:

Business means all activities engaged in or caused to be engaged in with the object of gain, benefit or advantage, direct or indirect.

Employees means persons working within the Town for remuneration under the control and direction of an employer.

Engaged in business means performing or providing services or selling, leasing, renting, delivering or installing tangible personal property for storage, use or consumption. Engaged in business in the Town includes, but is not limited to, any of the following activities by a person:

- (a) Directly, indirectly or by a subsidiary maintaining a building, store, office, salesroom, warehouse or other place of business within the Town.
- (b) Sending one (1) or more employees, agents or commissioned sales persons into the Town to solicit business or to install, assemble, repair, service or assist in the use of its products or for demonstration or other reasons.
- (c) Maintaining one (1) or more employees, agents or commissioned sales persons on duty at a location within the Town.
- (d) Making more than one (1) delivery into the Town within a twelve-month period.
- (e) Mobile food vending as defined in Section 16-10-110(a)-4-10.

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Sec. 6-3-20. License required.

- (a) It shall be unlawful for any person to establish any place of business in the Town, or engage in business within the Town, without first obtaining a license from the Town to conduct such business. There will be no fee attached to this business license. Except as provided in subsections (b) and (c), only one (1) general business license shall be required for any establishment operating as a single enterprise. Separate general business licenses shall be required for each location of an enterprise operating at more than one (1) location within the Town. Business licenses cannot be transferred upon a change of ownership.

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- (b) Mobile Food Vendors as defined in Section ~~16-10-110(a)~~**4-10**, shall not engage in business within the Town without first obtaining a license from the Town to conduct such business. Only one (1) general business license shall be required for any mobile food vendor operating as a single enterprise, regardless of the number of vending locations for such enterprise. Mobile Food Vendors must comply with the requirements of Section 6-3-40 and Section ~~16-10-110(a)~~**4-10**, in addition to any other applicable Code requirements. Each mobile food vending location must be reviewed by the Planning Department for verification of compliance with Section ~~16-10-110(a)~~**4-10**, to operate at each location. The business license requirements provided for in this Article shall not apply to federal, state or county offices, utility companies for which a franchise to operate has been granted pursuant to the provisions of the Home Rule Charter, or to the activity of telecommuting as defined in Section 16-2-20 of this Code.
- (c) Retailers, who have a state standard retail license, with no physical presence or an incidental physical presence, shall not be required to obtain a Town business license.
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MEMORANDUM

Date: May 20, 2024
To: Mayor and Town Board
From: Tara Fotsch, Deputy Director of PRC
Re: Harvest Festival Parade - T. Fotsch, Director of Parks, Recreation, and Culture
Item #: 3.

Background / Discussion:

In 2023, at the request of the Mayor and Town Board, the Harvest Festival parade route was moved to Main Street. After hearing concerns from staff and the Harvest Festival Committee regarding some safety concerns and financial impact of the move, Mayor Wilson asked staff to bring back a discussion on the Pros and Cons between keeping the route on HWY 392 and moving the parade back to the Walnut and 7th Street route.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



FUTURE TOWN BOARD MEETINGS

May 27, 2024	Canceled – Memorial Holiday
June 3, 2024	Town Board Special Meeting
June 10, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Metro/Special District 101 Discussion Jacoby Meadows funding request Review of the 2023 Safety Report
June 10, 2024 7:00 p.m.	Town Board Regular Meeting
June 17, 2024 5:30 p.m.	Town Board Work Session Sewer Plant expansion discussion with JACO and Hensel Phelps Backlot Paving Discussion Reorganization overview
June 24, 2024 5:30 p.m.	Town Board Work Session Meet the Board – New Employees Downtown Parking Management Plan Presentation
June 24, 2024 7:00 p.m.	Town Board Regular Meeting
July 1, 2024	Canceled – 1 st Monday
July 8, 2024 5:30 p.m.	Town Board Work session Board/Manager/Attorney Monthly Meeting
July 8, 2024 7:00 p.m.	Town Board Regular Meeting
July 15, 2024 5:30 p.m.	Town Board Work Session
July 22, 2024 5:30 p.m.	Town Board Work Session
July 22, 2024 7:00 p.m.	Town Board Regular Meeting
July 29, 2024 August 5, 2024	Canceled for the 5 th Monday Canceled for the 1 st Monday
August 12, 2024	Town Board Work Session

5:30 p.m.	Board/Manager/Attorney Monthly Meeting
August 12, 2024 7:00 p.m.	Town Board Regular Meeting
August 19, 2024 5:30 p.m.	Town Board Work Session
August 26, 2024 5:30 p.m.	Town Board Work Session
August 26, 2024 7:00 p.m.	Town Board Regular Meeting

Future Work Session Topics

- Budget: August 5th – Revenue Estimates
- Budget: September 9th – Staffing Needs
- Budget: September 16th – Capital Improvement Projects
- Budget: October 5th (Saturday) – Operating Requests
- Budget: October 21st – Utility Rates for 2025
- Budget: Work Session – Budget Wrap-Up/Revisions